

6/4/07-12

Town of Acton

Memo

To: The Board of Selectmen
From: John Murray
Date: Friday, June 01, 2007
Re: Reappointment Policy & Committee List

Attached for the Board's review are the following documents:

1. Board of Selectmen Liaison Assignments
2. Board of Selectmen reappointment Policy Statement
3. Preliminary Committee membership List.

The Board of Selectmen should take whatever action it deems appropriate to maintain working quorums on each town committee no later than June 25, 2007. Historically the membership list has been notoriously flawed. Anomalies arise from multiple causes such as appointees and/or committee chairpersons not informing staff of a mid-term resignation.

Staff suggests each liaison (1) confirm the data on the membership list with the appropriate committee chairperson and (2) on or before Wednesday June 13, 2007, submit a written recommendation in regards to reappointment/non-reappointment of any committee member whose term is due to expire on June 30, 2007.

Staff will place all recommendations in the June 15, 2007, mail packet. The suggested mechanism will allow each member of the Board one week to review each liaison's recommendations prior to voting on June 25, 2007.